

THE ROMSEY SCHOOL

PROGRESS LEADER

JOB DESCRIPTION

Principal purposes: To provide leadership, management and motivation of a year team, to secure high quality tutoring of individuals and groups, enhanced communication across the school and improved standards of learning and achievement for the pupils.

To create a positive and enthusiastic ethos in the year group, providing leadership and motivation for the pupils.

Department: Pastoral Leadership Team

Responsible To: Deputy Head Pastoral through their CLT link

Principal Responsibilities

1. To take responsibility for the general and specific needs for guidance, support and progress for the year group.
2. To lead the team of form tutors, to establish the ethos and tone of the year group, to develop high expectations in tutoring, to evaluate and develop tutoring practices, and to exchange information on individual pupils.
3. To support tutors in ensuring they are clear about tutoring objectives with individuals and groups, and to help tutors to choose appropriate tutoring methods to meet the needs of different pupils.
4. To help all members of the school community associated with the year group to develop constructive working relationships.
5. To deal with matters of pupil welfare and discipline, liaising with the Form Tutors, Pastoral Support Worker, CLT Link/Senior Pastoral Leader (and involving outside agencies) where appropriate.
6. To deal with parental queries or problems with pupils which are brought to his/her attention, interviewing pupils and/or parents as appropriate.
7. To liaise with Heads of Faculties, with regard to the performance of individual pupils and the assessment and monitoring of pupils' attainment and to liaise with form tutors to ensure that pupils' internal assessment records are regularly updated.
8. To report in writing each year to the Headteacher, on the work and progress of the year group as part of the school's annual self-review.
9. To support the Senior Pastoral Leader with the management of the work of the attached Pastoral Support Worker.

Additional Specific Responsibilities

1. Relating to pupils

- a) To lead year tutors in the analysis of data on individual pupils within the Year group, determining which pupils require particular attention/interventions to ensure they reach their potential. This data includes analysis of the progress, attendance and behaviour of the year group.
- b) In liaison with the Special Needs Co-ordinator, to ensure that pupils with special needs are identified, to ensure that appropriate arrangements are made for them and to monitor their progress.
- c) To maintain good discipline in the Year group, adopting appropriate sanctions and liaising with the CLT Link/Senior Pastoral Leader over breaches of discipline.
- d) To keep detailed records of pupil behaviour and interventions on SIMs to prepare the necessary paperwork in the case of pupil exclusions and case conferences, keeping pupil record cards and files up to date and in good order.
- e) To take responsibility for year group assemblies.
- f) To account for the year group in the event of a fire/fire drill or bomb alert.

2. Relating to Staff

- a) To co-ordinate the team of tutors, guiding their work to secure high standards of pastoral care and worthwhile use of tutor time.
- b) To maintain close liaison with tutors over contacts with parents, supporting where appropriate.
- c) To pass appropriate information to staff and ensure that confidential material is securely stored.
- d) To liaise with the Co-ordinator of Careers/PSHE to monitor the effectiveness of and to assist with vocational guidance of pupils as appropriate.
- e) To be responsible for the training, development and guidance of form tutors, taking particular responsibility for any inexperienced or new staff.
- f) To attend Pastoral Leadership Team meetings to discuss new policy/procedures.

3. Relating to Parents

- a) To ensure the smooth introduction of new pupils to the school by supporting with the organisation of transition, tutor groups, timetables.
- b) To lead parents' evenings and arrange individual interviews with parents, following monitoring as appropriate. Promote the attendance of vulnerable families at this event.

4. Relating to External Agencies

- a) To liaise with outside agencies.
- b) To compile reports for external agencies.

General Duties

- 1. To carry out the duties of a classroom teacher as detailed in the Teachers' Pay and Conditions documentation, The Teaching Standards and in The Romsey School's Job Description for a classroom teacher.
- 2. To carry out any additional responsibilities as may be required by the Headteacher.

Specific Year Duties

Year 7	Y6 liaison with the Senior Pastoral Leader, new intake parents evening, induction programme, parental shadow
Year 8	Organising pupils guides (Parental tours, interview candidates), Setting up the Real Game
Year 9	Options, liaison with careers advisor, appointment of Peer Supporters
Year 10	Support for Enterprise Week and liaison with person responsible. Support for appointment of prefects
Year 11	Supervision and management of prefects, Year 11 Prom

April 2018